

**MAINE MUNICIPAL TAX COLLECTORS' & TREASURERS' ASSOCIATION
CERTIFICATION GUIDE**

INSTRUCTIONS:

- 1) The applications for certifications must be completed and mailed to the following address and must include copies of course certificates for all classes:

Joan Kiszely
Maine Municipal Association
60 Community Drive
Augusta, ME 04330

- 2) Certification awards will be presented at the MMTCTA Annual Conference. The Certification Committee should submit applications thirty (30) days prior to this event for consideration. Attendance at this function is not mandatory, but preferred.
- 3) Recipients will be honored at the MMTCTA Annual Conference. An official notification will be sent to the approved member and to the governing board/Manager of the member's municipality.
- 4) The three types of certification programs are:

- a. Tax Collector/Treasurer Certificate

Must hold the title of either Tax Collector or Treasurer (separate certificate for each position) and follow the guidelines on the application and fulfill all requirements.

- b. Tax Collector/Treasurer Re-certificate

Required of a Tax Collector or Treasurer when the initial certificate expires. Must apply for re-certification within six months of expiration and must not make application for re-certification using the same classes as on the original application for certification.

- c. Associate Tax Collector/Treasurer Certificate

Issued to anyone actually performing the duties and work of tax collections or treasury functions but not having the official title. Examples include, but not limited to, excise tax collections, property tax collections, revenue collections, warrant preparation, accounts payable, tax billing, etc.

LENGTH OF CERTIFICATION VALIDITY: The above certifications are valid for five (5) years from date of issue.

- d. Lifetime Certification

A Lifetime Certification applicant must hold the position of tax collector or treasurer for ten years, have applied and been approved for re-certification at least twice. Be a member of MMTCTA for a period of ten years. Hold the position of Director or Officer for the Board of Directors of the MMTCTA for at least one term, and submitted at least one article for the MMTCTA newsletter.